**Summary about the Continuation Procedure and Frequently Asked Questions**

**Continuation Procedure**

All Ph.D students are required to undergo a Continuation Procedure in order to be confirmed onto the Ph.D register. The same applies to M.D. or M.Sc students who wish to transfer onto the Ph.D register (contact gradapps@tcd.ie).

The Continuation Procedure involves two steps;

1. Submitting your Continuation Procedure Form and Continuation Report via Blackboard

2. Completing your Continuation Viva which consists of a Research Presentation and your Continuation Interview

**If I complete my Continuation Procedure do I still have to submit my Annual Progress Report in the same year?**

No, please note that the Continuation Procedure replaces the Annual Progress Report for

that year.

**When do I complete my Continuation Procedure?**

Full-time Ph.D students should complete their Continuation Procedure at 18 months, and part-time students at 30 months. Therefore, March registrants normally have their Continuation Procedure in October and September registrants in March.

Please note there may be a small number of students outside these timelines who are required to complete their continuation procedure.

**What is the difference between the Continuation Report and Continuation Procedure?**

The Continuation Report is submitted in advance of your continuation presentation and viva. The Continuation Procedure is the entire procedure including the Continuation Report and the research presentation and viva which follow.

**What form does my Supervisor need to fill out before my Continuation Procedure?**

Your Supervisor needs to fill out the Pre-Continuation Chair-person Nomination Form and submit this by August 15th for September continuation procedures and 15th February for March continuation procedures.

**What form do I need to fill out for my Continuation Procedure?**

You need to fill out the pre-continuation procedure form for research students and upload this with your continuation report as one document.

**How should my Continuation Report be structured?**

Students will produce a Continuation Report based on their research study. The Continuation Report will be shorter than a completed thesis but should have the same headings. Each new heading should start on a new page.

In addition, the Continuation Report should have Future Directions and Thesis Plan sections; these sections are a very important component of your Report.

* **Future Directions** – describe the approaches and experiments that are yet to be undertaken. Include a timeline for the planned work.
* **Thesis Plan** – present a chapter-by-chapter outline of how you envisage your thesis. The thesis plan could be up to two pages in length, and will describe chapters that are complete, on-going and planned.

**Is there any advice about formatting my Continuation Report?**

In terms of style guidelines;

* use a font of your choosing
* text font size should be 10-point size
* text should be single spaced
* pages must be numbered
* figures should clear and with own figure legends
* you may choose any bibliographic style, but be consistent; bibliography should be in 8-point font size

**Do I need to generate a Turnitin score for my Continuation Report?**

Please remember to complete and sign the Continuation Declaration on Plagiarism section of the Form. You need to submit an electronic copy of the report through Turnitin. You will see a link for this via this Blackboard module. Turnitin can detect plagiarism in a written document generates a similarity score – you are required to provide this in the Continuation Procedure Form.

**How is my Continuation Procedure evaluated?**

Evaluation will be performed by a Continuation Panel, comprised of (at least) two members of the academic staff. In many cases, members of the Mandatory Thesis Panel take on this role. Alternatively, Continuation Assessors can be recruited from within the School of Medicine and will have the appropriate expertise to evaluate the submitted work.

**Will my Supervisor be present at my Continuation presentation and viva?**

Yes, your Supervisor is expected to be present at your Continuation presentation and viva.

**Will my Continuation Procedure be chaired?**

Yes, your Continuation Procedure will be chaired. Your Supervisor needs to submit the Pre-Continuation Chair-person Nomination Form to gradapps@tcd.ie by August 15th for September continuation procedures and 15th February for March continuation procedures.

**When is information about the Continuation Procedure circulated?**

 Please note that completion and submission of Continuation Procedure is your responsibility. As a reminder, the Continuation Procedure call is normally circulated by our Office about 3 months ahead of the deadline.

**Where do I find out further information about my Continuation Presentation, Interview and possible outcomes?**

More information about the Continuation Procedure and Interview is available in the PG handbook pg 22-33. See link to the PG handbook available in this folder.

**What happens if Continuation Reports are not submitted?**

If your report is not submitted, then you will not be called for your continuation viva and your continuation procedure will not be complete. If the continuation procedure is not completed you would not be confirmed on the PhD register.

**How many ECTS are required to be accrued before the Continuation Procedure?**

A minimum of 10 ECTS must be completed prior to conduction of the continuation procedure.

**How should I submit my Continuation Report?**

This should be submitted via a link available on Blackboard, which will be available approximately 10 days in advance of the deadline.

**What are common pitfalls?**

A common pitfall is that sections of the form are not completed. Please ensure **all** sections of the form are filled out.

Common pitfall to note;

* Do not neglect to fill out your ECTS completed
* Ensure your Turnitin score (for plagiarism) is completed

**Who should I contact if I have further queries about my Annual Progress Report?**

You can contact the Postgraduate Office at gradapps@tcd.ie or Dr. Julie Broderick at julie.broderick@tcd.ie